



**ON-CALL REFERENCE ASSISTANT – YOUTH SERVICES
BEAVERTON CITY LIBRARY**

SALARY RANGE: \$ 17.24 per hour

CLOSING DATE: December 14, 2015

ABOUT THE JOB: Beaverton City Library is seeking oncall Reference Assistants to join our team. We are looking for energetic, curious people with excellent customer service skills and a strong interest in public library services to work with our current staff serving children, teens, and their families.

ESSENTIAL FUNCTIONS OF THE JOB: Perform quick reference and readers advisory duties at the children's desk and teen desk including but not limited to:

- Providing quick and accurate answers to patron's reference, readers advisory and referral questions using appropriate reference techniques;
- Assisting patrons in use of library materials, library computers (including the Internet), electronic media, ereaders and other technologies;
- Working on other desk projects, as assigned.

TO QUALIFY: Requires a Bachelor's degree and two years experience in a library setting in reference or related services including automated reference experience, or an equivalent combination of education and experience. Prior experience with Polaris ILS and knowledge of Washington County Collaborative Library Services (WCCLS) policies and practices preferred.

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.